

ADOS VACANCY ANNOUNCEMENT

MISSOURI NATIONAL GUARD HOMELAND RESPONSE FORCE (HRF) 205 th MP BN (CASE) 1605 Cravens Road Poplar Bluff, MO 63901	ANNOUNCEMENT: HRF 313-001 OPENING DATE: 8 November 2016 CLOSING DATE: 6 December 2016
TELEPHONE NUMBERS: Commercial 573-785-6854, Ext. 14603	<input checked="" type="checkbox"/> Permanent Change of Station (PCS) is not authorized for this position. <input type="checkbox"/> Permanent Change of Station (PCS) may be authorized if in the best interest of the government.
POSITION TITLE, MOS AND GRADE: CASE BN S1, HRF (Homeland Response Force), 01A, Branch Immaterial, O1-O2	LOCATION: 205 th MP BN 1605 Cravens Road Poplar Bluff, MO 63901
Applicant must either be in a 70 th Troop Command unit or have a Memorandum of Agreement signed by the chain of command for expectation of manning requirement during a CBRN mobilization. Secret Security Clearance Required	FOR MORE INFORMATION: CPT Adam Vonallmen Email: adam.m.vonallmen.mil@mail.mil Phone: 573-785-6854, Ext. 14617
WHO MAY APPLY:	
APPLICATIONS WILL BE ACCEPTED ONLY FROM:	
<ul style="list-style-type: none"> • All Sources (M-Day, Technician and AGR) who are 2LT (O1) through 1LT (O2) may apply. 	
<p><u>CURRENT MILITARY GRADE REQUIREMENTS:</u> All qualified Missouri National Guard members in the rank of Second Lieutenant through First Lieutenant may apply.</p> <p><u>DUTIES AND RESPONSIBILITIES:</u> To serve as the S1 Officer for the CBRN Assistance Support Element (CASE) and subordinate elements. Possible administrative functions may include: preparing military and non-military correspondence; supervise the preparation and submission of task force personnel actions; supervise the preparation and submission of personnel for pay, benefits, and voucher settlements; and preparation and submission of personnel for awards and commendations. Responsible for all human resource management functions for the CASE to include, personnel accounting, strength reporting, flag management, database management, and medical readiness management.</p> <p><u>DESIRABLE QUALIFICATIONS:</u></p> <ol style="list-style-type: none"> 1. Administrative experience 2. Prior experience in a mission command environment 3. Experience with Microsoft Office Products (Word, Excel, Power point, and Access) 4. Basic knowledge of CBRN and HRF Mission 5. Function at a high-level in a team setting 6. Deployment Experience 	
<input checked="" type="checkbox"/> MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED <input checked="" type="checkbox"/>	

TOUR CONTINUATION: Anticipated duration is January 2017 through September 2017. Applicants are advised that consideration for continuation of their tour beyond the initial period is dependent upon availability of funds, satisfactory performance, and continued compliance with weight standards of AR 600-9. Approval of initial tour as well as request for tour renewal is at the discretion of the command and subject to availability of funds.

SUPPLEMENTAL INFORMATION:

NO UNFAVORABLE PERSONNEL ACTION PENDING (FLAGGED). IAW AR 600-8-2 and AR 135-18.

INSTRUCTIONS FOR APPLYING

INDIVIDUALS MUST SUBMIT THE FOLLOWING REQUIRED DOCUMENTS:

- 1. DA FORM 1058-R-** Soldier MUST sign blocks 21 and 23. Commander signs block 34e and records custodian must complete block 35a-d.
- 2. TOUR ANNOUNCEMENT-** ADOS tour announcement for which the application is for.
- 3. Copy of DA Form 705 for last 3 APFT (Army Physical Fitness Test Score Card) -** the latest PASSED and FOR RECORD APFT must have been taken within the past 12 months for the application and if selected the APFT date must be within 6 months of start date.
- 4. Copy of DA Form 2-1 (Personnel Qualification Record) or ERB/ORB.**
- 5. Copy of MEDPROS-** Individual Medical Readiness Record displaying evidence of: Periodic Health Assessment completed with-in 12 months and HIV with-in last 2 years. (HIV Draw can be done after interview and selection). Medical documentation other than MEDPROS will not be accepted and will cause the application to be immediately destroyed.
- 6. Copy of your DA Form 3349 (Physical Profile) and MOS Medical Retention Board (MMRB) results (if applicable).**
- 7. Height/Weight Memo from unit-** Additionally a copy of the last 2 DA Form 5500-R (Body Fat Worksheet) if applicable.
- 8. Copies of the last (3) NCOERs or OERs.** If 3 are not available a statement your first line supervisor attesting to your character of service is required. **If E4 and below a statement from your first line supervisor and from a member of your chain of command attesting to your character of service is required (total of 2).
- 9. NGB Form 23 (Retirement Point Summary) and/or a Statement of Service within 12 months.** Also include copies of all DD Form 214s and NGB Form 22s if applicable.
- 10. Military Biography**
- 11. Memorandum For Record from unit** stating current security clearance (JPAS is not accepted).
- 12. Memorandum to the hiring board.** Memorandum will include current mailing and telephonic contact information at a minimum. It may include specific qualifications that would be beneficial to this position that the applicant would like to highlight. This memorandum must be dated and signed.

If you are unable to provide any of the documents above, a memorandum must be submitted explaining why that document is not available.

EQUAL OPPORTUNITY: The Missouri National Guard is an Equal Opportunity Employer. Personnel on Title 32 Tours will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender, or national origin, political affiliation, or any other non-merit factor.

CAUTION: If your application packet does not provide all the information requested on the forms and documents listed above, you will lose consideration for the ADOS position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their applications.

You may only include one job announcement per application packet. If applying for multiple positions send a separate packet for each announcement.

MAILING APPLICATIONS: Submit your application to: 70th Troop Command, Attn: LT Craig/SPC Thompson, 24 Davis Street, Jefferson Barracks, Mo 63125.

Scan/Email completed packets to: SPC Thompson jilayne.a.thompson.mil@mail.mil and LT Craig at daniel.p.craig4.mil@mail.mil.

THIS ANNOUNCEMENT WILL BE CALLED TO THE ATTENTION OF ALL ASSIGNED PERSONNEL AND POSTED IN A TIMELY MANNER ON ALL BULLETIN BOARDS.